



*Embassy of the United States of America*

Guatemala City, Guatemala

September 09, 2014

**VACANCY ANNOUNCEMENT  
14-030**

**OPEN TO:** All Interested Candidates

**POSITION:** Public Health Analyst  
FSN-9/ FP-5\*

**OPENING DATE:** September 22, 2014

**CLOSING DATE:** October 8, 2014

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): Position Grade FSN-9  
Q 194,277 p.a. (starting salary)

\*Not-Ordinarily Resident (NOR): Position Grade: FP-5  
\$ 50,544.00 p.a. (starting salary)  
(Salary must be approved/confirmed by HQ Washington.)

**NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT AND WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION. PLEASE REFER TO THE DEFINITIONS SECTION AT THE END OF THIS ANNOUNCEMENT.**

The U.S. Embassy in Guatemala is seeking an individual for the position of **Public Health Analyst** at the Centers for Disease Control (CDC).

**BASIC FUNCTION OF THE POSITION:**

Position functions as a Public Health Analyst for the U.S. Centers for Disease Control and Prevention (CDC), Central America Region (CAR), Division of Global HIV/AIDS (DGHA), Technical Team. This position will also function as public health analyst for the USG interagency team on PEPFAR Strategic Information (SI) matters. Job holder will support the implementation of the PEPFAR Performance Management Framework, compile and aggregate reporting data, and respond to SI inquiries from the Office of the Global AIDS Coordinator (OGAC) in a timely manner. The position is responsible for

developing and editing technical documents in English and Spanish to accurately communicate scientific information to various audiences, supporting activities related to Associate Director for Science (ADS) clearance, and the monitoring and evaluation (M&E) of CDC-CAR activities under the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent supports the development and dissemination of HIV/AIDS technical and scientific data and information in a form and at a level suitable for the intended audience. The work involves gathering verifying and compiling technical information from interagency and implementing partner technical leads to develop products such as: Protocols, manuscripts, abstracts, training and educational materials, presentations, official correspondence with Ministry of Health officials in the region, and reports (e.g. PEPFAR Annual Program Report [APR], PEPFAR Semi-Annual Program Report [SAPR], Valoración del Gasto Nacional relativo al Sida [NASA], Medición del Gasto en SIDA [MEGAS], etc.).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact phone number 2326-4000, ext. 4319/4335.

### **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Bachelor's Degree in Public Health, Epidemiology, Social Science or Behavioral Science is required.
2. A minimum of three years' work experience as a Public Health Analyst in a health/medical research organization is required. This must include two years' work experience related to the monitoring and evaluation of HIV/AIDS or other health programs.
3. Level IV (Fluent) speaking/writing English is required. Level IV (fluent) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).
4. Level IV (good working knowledge) of computer skills with experience in word processing and spreadsheets is required. Candidates will take proficiency tests.
5. Incumbent must have a strong knowledge of public health principles, methods and techniques to provide Strategic Information (SI) support to the PEPFAR interagency team.
6. Incumbent must have knowledge of grammar, writing and editing practices sufficient to write, edit, and provide advice and assistance in the development of scientific and/or technical materials.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**AEFM or EFM applicants that are scheduled to arrive at post after 30 days after the closing date of this advertisement are not eligible to apply.**

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain a **LOCAL** security clearance.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Cover letter requesting to participate in the selection process (include name of position and number of vacancy announcement).
2. Universal Application for Employment (DS-174 form); please download form from the Job Opportunities section in the Embassy's website <http://guatemala.usembassy.gov>.
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); or
4. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
6. Any other documentation (e.g., copy of Guatemalan DPI, driving license, certificates, awards, and letters of recommendation) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: Carolina de Martinez  
American Embassy Guatemala  
7a. Calle "A" 7-01 zona 10

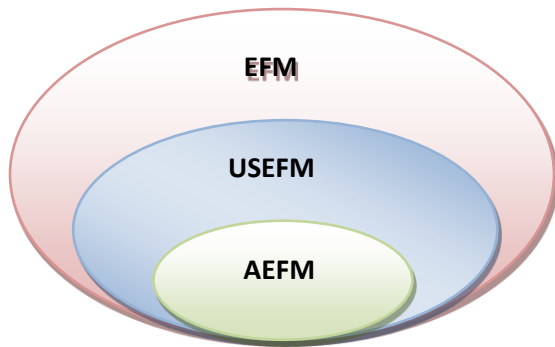
**CLOSING DATE FOR THIS POSITION: OCTOBER 8, 2014**

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A –DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- a. Position Title
- b. Position Grade
- c. Vacancy Announcement Number (if known)
- d. Dates Available for Work
- e. First, Middle, & Last Names as well as any other names used
- f. Current Address, Day, Evening, and Cell phone numbers
- g. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- h. U.S. Social Security Number and/or Identification Number
- i. Eligibility to work in the country (*Yes or No*)
- j. Special Accommodations the Mission needs to provide (*Yes or No; if yes provide explanation*)
- k. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- l. Days available to work
- m. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- n. U.S. Eligible Family Member and Veterans Hiring Preference
- o. Education
- p. License, Skills, Training, Membership, & Recognition
- q. Language Skills
- r. Work Experience
- s. References